

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 20-18**

1 FEBRUARY 1999

Logistics

**NON-NUCLEAR MUNITIONS, OPERATIONS
(WING)**

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This Checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the functional area of Non-Nuclear Munitions Operations.

SUMMARY OF REVISIONS

This Checklist has been revised to convert AFSPCSIG 90-2993 and AFSPCSIG 90-2996 into correct format, realign and update references.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This checklist establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's Non-Nuclear Munitions Operations function.

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Attachment 1

NON-NUCLEAR MUNITIONS OPERATIONS (WING)

Table A1.1. Checklist.

SECTION 1: BASE STOCK MANAGEMENT MISSION STATEMENT: To ensure all government owned and controlled non-nuclear munitions are properly maintained, stored, stocked and accounted for. Note: All references are from AFI 21-202, unless otherwise indicated.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Has a Munitions Accountable Systems Officer (MASO) been appointed and assumed custody of all munitions from the previous MASO? (Paras 1.3.1-1.3.7., 3.44.1. and AFI 23-111 Attachment 1.)			
1.1.2. Does the accountable officer maintain accurate, reliable and auditable records for all government owned and controlled munitions items, including all found on-base munitions? (Paras 1.1. and 3.36.3.)			
1.1.3. Do all personnel aid in accounting for munitions items until those items are expended, turned in or properly disposed? (Para 3.4.)			
1.1.4. Are stock levels established and maintained based on MAJCOM allocations (Detailed Logistics Allocation Report), Air Munitions Forecast and War Consumable Distribution Objective? (Paras 2.14.4., 3.14., 3.15. and 3.16.)			
1.1.5. Does the MASO release munitions only to authorized AF agencies/individuals (Agencies/individuals outside the AF require MAJCOM approval)? (Para 2.14.3.)			
1.1.6. Has the MASO and flight management developed local plans in conjunction with Logistics Plans to accomplish all wartime and emergency tasking? (Para 2.14.8.)			
1.1.7. Are stock discrepancies investigated and proper inventory adjustment documents produced? (Para 3.45.1 and 3.45.2.)			
1.1.8. Are stock record accounts inventoried twice a year? (Para 3.40.3.)			
1.1.9. Does the MASO and flight management have a process in place to monitor the status of suspended or restricted munitions and to notify affected organizations? (Para 2.14.6., 2.16.4. and 2.14.7.)			
1.1.10. Has the LG/CC or equivalent developed procedures to manage Time Change Requirements Forecast? (Para 2.11.2.)			
1.1.11. Are all copies of source documents pertaining to classified property accounted for? (Para 2.14.5.)			
1.1.12. Does the MASO review all phases of the account operation at least semiannually and document results by letter? (Para 2.14.2.1.)			

1.1.13. Are procedures developed for delinquent document control, inventory and Ammunition Disposition Requests? (Para 2.14.3.)			
1.1.14. Are appropriate Standard Base Supply System records reviewed monthly to ensure no munitions assets are on accountable records? (Para 2.14.9.)			
1.1.15. Is a program established to effectively use munitions before their age date to the maximum extent possible? (Para 2.14.9.)			
1.1.16. Does the MASO ensure that expenditures do not exceed allocated annual munitions quantities? (Para 3.14.1.)			
1.1.17. Has the MASO and flight management established procedures for munitions shipments? (Para 3.38.)			
1.1.19. Are applicable suspended or restricted munitions used only to meet category D and/or E requirements? (Para 2.13.6.)			
1.1.20. Are 10 percent inventories conducted monthly, except during the two semiannual inventories? (Para 3.42.1.)			
1.2. NONCRITICAL ITEMS:	YES	NO	N/A
1.2.1. Does the flight chief and MASO know their role in meeting squadron objectives and do they have the delegated authority to carry out their responsibilities? (Para 2.12.1.)			
1.2.2. Do munitions personnel practice sound maintenance, supply discipline and financial management? (Para 2.12.2.)			
1.2.3. Does the MASO have a process to provide continuing training in all disciplines of munitions operations? (Para 2.14.7.)			
1.2.4. Has the MASO developed and implemented a self-assessment program? (Para 2.14.3.)			
1.2.5. Does the MASO only requisition approved stock levels, except for items, which can only be ordered in quantity unit pack or quantity per shipping container? (Para 3.19.4.)			
1.2.6. Have procedures been developed for receiving incoming shipments? (Paras 3.23. and 3.24.)			
1.2.7. Does the MASO support deployed exercise requirements? (Para 3.14.2.)			
1.2.8. Does the MASO review and approve all request for local purchase ammunition items? (Paras 3.17.6. and 3.19.3)			
1.2.9. Are inventory results retained according to AFI 37-133, Vol. II? (Para 3.40.6.)			
1.2.10. Has the MASO established an inventory frequency in the courtesy storage agreements? (Para 3.42.5.5.)			
1.2.11. Has the MASO established local controls to limit the number of personnel authorized access to document control files and records? (Para 3.48.1.)			

1.2.12. Are all documents supporting accountable, auditable account transactions in a permanent document file and are they filed in document number sequence by fiscal year? (Para 3.48.3.)			
1.2.13. Does a process exist to perform quality control and validation checks on accountable documents? (Para 3.48.2.)			
1.2.14. Are the minimum quality checks listed in para 3.48.7 performed when munitions operations personnel compare the document control record with the source documents? (Para 3.48.7.)			
1.2.15. Are delegation of authority letters and correspondence required by the munitions account filed in document control? (Para 3.48.5.)			
1.2.16. Are all Inventory Adjustment Documents (IAD) supported by at least one item listed in para 3.45.2 and para 3.46.3.? (Para 3.45.2 and 3.46.3.)			
1.2.17. Does the MASO certify (IAW Para 3.45.6.) the IAD before obtaining the LG or equivalent approval (IAW 3.45.7.) for all adjustments requiring a report of survey? (Para 3.45.4.)			
1.2.18. Are IAD not meeting the criteria for LG approval certified by the NCOIC of munitions operations (IAW para 3.45.6.) and approved by the MASO (IAW para 3.45.7.)? (Para 3.45.5.)			
1.2.19. Is a cross reference made between the Found on Base turn-in and the IAD for recovered assets previously adjusted from accountable records? (Para 3.46.7.)			
1.1.20. Does the LG/CC or equivalent approve issue requests during closed warehouse inventories and for munitions time change requirements that were not properly forecasted? (Para 2.11.3.)			
1.2.21. Is AF Form 614 or 1208 used to sign out documents removed from document control? (Para 3.48.6)			
SECTION 2: CUSTODY MANAGEMENT MISSION STATEMENT: To ensure all government owned and controlled non-nuclear munitions are properly maintained, stored, stocked and accounted for. Note: All references are from AFI 21-202, unless otherwise indicated.			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Does the commander or designated representative certify all munitions expenditures? (Para 3.37.1.)			
2.1.2. Does the MASO or designated representative visit, inventory and inspect each custody account? (Para 3.42.5.)			
2.1.3. Does the account custodian conduct a quarterly physical inventory? (Para 3.43.1.)			
2.1.4. Has the unit commander or authorized individual signed the AF Form 68, Authorization Record? (Para 2.13.2.)			
2.1.5. Does the organization or unit commander validate the AF Form 68 twice a year or once a year on orders from MAJCOM? (Para 2.13.5)			

2.1.6. Does a different individual certify munitions authorizations/expenditures than the person who receives them? (Para 2.13.5.)			
2.1.7. Are accurate, up-to-date auditable records of all receipts, expenditures and turn-ins of ammunition items maintained? (Para 2.13.5.)			
2.1.8. Are commanders or authorized representatives able to provide accurate forecasting, adequate storage, proper security and control and custodial responsibility for all ammunition items? (Para 2.13.3.)			
2.2. NONCRITICAL ITEMS:	YES	NO	N/A
2.2.1. Has the MASO developed and published a Munitions Customer Guide? (Para 2.14.2.3.)			
2.2.2. Are custodians trained in proper account management? (Para 2.14.2.4.)			
2.2.3. Does the MASO document briefings to all commanders or authorized individuals on custody account responsibilities? (Para 2.14.2.2.)			
2.2.4. Do munitions custodians and users monitor on-hand munitions to ensure the stockpile doesn't exceed explosive safety licensed quantities? (Para 2.13.4.)			
2.2.5. Are courtesy storage agreements established with the munitions flight when required? (Para 2.13.6.)			
2.2.6. Are explosive and chemical items designated for mobility kept within the base munitions storage area? (AFM 91-201, Para 2.35.1)			
SECTION 3: DISPOSITION OF MUNITIONS ASSETS MISSION STATEMENT: To ensure unserviceable and serviceable munitions are properly maintained, controlled, reported and disposed. Note: All references are from AFI 21-202, unless otherwise indicated.			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Does the MASO immediately notify the MASO at the appropriate Thermal Treatment Unit (TTU) of the intent to ship? (Para 5.2.3.8.1.)			
3.1.2. Are unserviceable munitions assigned condition code "P" reported to the appropriate Program Manager (PGM) via Ammunition Disposition Request (ADR)? (Para 5.2.3.4.)			
3.1.3. Are shipments directed by program manager in response to an (ADR) completed within 60 days? (Para 5.2.3.7.)			
3.1.4. Does the base or organizational commander approve the local disposal or destruction of a munitions or explosive item that constitutes immediate danger to human life or property? (Para 5.2.3.9.)			
3.1.5. Does the MASO inform the appropriate PGM when a munitions or explosive item is found to be immediately dangerous and the condition is not a result of misuse or handling? (Para 5.2.3.9.)			

3.1.6. If the TTU does not have an RCRA-permitted storage status, is treatment accomplished within 90 days of the date the munition(s) become Hazardous Waste (HW)? (Para 5.2.5.4)			
3.2. NONCRITICAL ITEMS:	YES	NO	N/A
3.2.1. Are shelf or service life assets within 730 days of the expiration date reported to the appropriate depot? (Para 5.2.3.2.)			
3.2.2. Are serviceable excess munitions reported to MAJCOM for disposition? (Para 5.2.3.3.)			
3.2.3. Does the MASO follow up on ADR resources that are not provided within the 60-day time frame? (Para 5.2.4.4.)			
3.2.4. Has the MASO stayed under his dollar limit for disposal of inert assets? (Para 5.2.3.11.)			
3.2.5. Does the MASO ensure all A5Js (Issue's to EOD for disposal) are maintained in document control for 3 years? (Para 5.2.5.5.)			
3.2.6. Does the munitions activity manage, control and report empty munitions containers? (Paras 5.3.9.-5.3.9.5)			
3.2.7. Does the MASO reconcile the ADR with CAS lot history record at least once a month? (Para 2.14.9.)			